



GUIDELINES FOR INTERNATIONAL EXHIBITORS

WSWA 76th ANNUAL CONVENTION & EXPOSITION

**March 31 – April 3, 2019
Grande Lakes Orlando, FL**

ATTENTION INTERNATIONAL EXHIBITORS

Kuehne + Nagel, Inc. has been appointed as the official international cargo transportation company responsible for the complete transport and customs clearance of your exhibit goods to the Wine & Spirits Wholesalers of America (WSWA) 76th Annual Convention & Exposition.

Attached you will find valuable information concerning the shipping of your goods to this year's convention. Please read the information **CAREFULLY**. Failure to comply with the information may result in your shipment being delayed or not released by U.S. Customs.

If any additional information is needed, please contact your local Kuehne + Nagel office. You may contact the below mentioned Kuehne + Nagel Inc., U.S. Exhibition Division:

Kuehne + Nagel, Inc.
20000 S. Western Ave.
Torrance, CA 90501

Mr. Robert Rodriguez
Tel: 1 (310) 258-8149
Fax: 1(310) 220-6857

Email: robert.rodriquez@kuehne-nagel.com

1. Official International Forwarder / Customs Broker

Kuehne + Nagel, Inc.
20000 S. Western Ave.
Torrance, CA 90501

Tel: 1(310) 258-8149
Fax: 1(310) 220-6857
Attn.: Robert Rodriguez
Email: robert.rodriguez@kuehne-nagel.com

2. Customs Clearance / Examination

All shipments imported into the U.S.A. require clearance through U.S. Customs prior to release from the port, airport, rail or truck terminal and is subject to intensive examination by U.S. Customs. Any charges incurred for intensive customs examination will be charged as per outlay. All materials being re-exported are subject to customs examination, shipping cases should allow for easy access. All goods shipped must be listed on the invoices covering the shipment.

3. Consigning Information

Your shipment must be sent on a prepaid basis, marked and consigned as follows;

Exhibitor Name	Booth Number or Suite Type	Kuehne + Nagel, Inc.
c/o WSWA 76th Annual Convention & Exposition		20000 S. Western Ave.
c/o Grand Lakes Orlando, FL		Torrance, 90501
4040 Central Florida Pkwy		Attn: Robert Rodriguez Lax/XM
Orlando, FL 32837		

4. Port / Airport of Entry and Deadline Dates

Alcohol Shipments Air Freight: Orlando International Airport	March 08, 2019
Alcohol Shipments Ocean Freight: Orlando CFS	March 06, 2019
Non-Alcohol Shipments Air Freight: Orlando International Airport	March 15, 2019
Non-Alcohol Shipments Ocean Freight: Orlando CFS	March 18, 2019

Shipments arriving after the above dates will be handled on a special basis. However, no guarantees can be given that the shipments will be released by U.S. Customs in time for the move-in of trade. If you are unable to meet the deadline dates, please advise Kuehne + Nagel, Inc. immediately so that special arrangements can be made due to late arrival.

5. Insurance

We recommend that your shipment should be insured for the transport to, during and upon return of your shipment for the trade show. Our offices can provide insurance upon your request.

6. Wood Packaging / Blocking materials

The U.S.A. has instituted very strict requirements for any wood packaging, which includes also pallets and blocking used for full containers. If you will use any wood packaging for your shipment, it is imperative that you inquire with Kuehne+ Nagel, Inc. prior to shipping. If your shipment does not follow the new guidelines, it is subject to immediate re-export at your expense. K+N will not be responsible for exhibitors not following the new guidelines.

7. Documentation requirements

** Copies of shipping documents must be provided to us prior to shipping and we will review and advise if documents are acceptable for U.S. Customs clearance.

1. Original Bills of Lading or Air waybills
2. Signed Commercial/Proforma invoices in **ENGLISH** giving specific commodity description, unit value and total value and FDA registration Number.
3. Packing list in **ENGLISH** indicating dimensions, weights and contents of each of each shipped crate, or carton
4. Power of Attorney (see paragraph 8) - **IMPORTANT!!**

Any applicable documents necessary for importation, i.e. licenses, certificate of origin, waivers, etc., depending on the country of shipment.

Air Freight: All original documents must be attached to the original Air waybill. Please email copies documents to Kuehne + Nagel one week prior to the arrival of the shipment.

Ocean Freight: All original documents must be received in our office a minimum of one week prior to arrival of shipment. We recommend that copies of all documents are faxed as soon as they become available.

**** VERY IMPORTANT ****

FDA Registration Number – All importers of alcohol products will be required to register with the U.S. Food and Drug Administration under the New Bio-terrorism Regulation enacted in December 2003. In addition to the registration, the regulation requires that FDA be provided **FDA Prior Notice** of products being imported into the United States. Prior notice must be received and confirmed electronically by FDA **before** the Bureau of Customs will clear products. For more information and to register please visit: www.access.fda.gov

Certificate of Label Approval – All importers of alcohol products are required to obtain a (COLA) waiver from Director, International Trade Division. Waiver Form must be filled out and approved by the TTB prior to the goods shipping to the USA. Copy of approved letter must be provided along with copies of shipping documents.

For more information and to register please visit: http://www.ttb.gov/itd/importing_samples.shtml

Labeling of Alcohol Bottles:

- A. Not for sale, for Trade Show Purposes only.
- B. GOVERNMENT WARNING: (1) According to the Surgeon General, women should not drink alcoholic beverages during pregnancy because of risk of birth defects. (2) Consumption of alcoholic beverages impairs your ability to drive a car or operate machinery and may cause health problems.
- C. Contains Sulfites.

8. Customs Power of Attorney

All shipments arriving from overseas will be cleared under a Trade Fair Entry and the Trade Fair Entry will require cancellation by either re-exporting the goods or by clearing the goods for permanent importation into the U.S.A. and paying the U.S. Customs Duties. If the goods will enter the commerce of the U.S.A., an **ORIGINAL** Power of Attorney will be required from the importer of record. Should you have an office in the U.S.A. or a distributor, kindly advise us accordingly as the Power of Attorney forms can be completed in advance. If you require guidance or assistance in this regard, please contact Kuehne + Nagel, Los Angeles as soon as possible. <http://www.kn-portal.com/countries/usaandcentralamerica/usa/>

9. Commodities

Certain commodities are prohibited from import or are on quota status, or require special governmental documentation for the importation. Please consult with your local authorities prior to shipping. Do not ship any textile products (T-shirts) or hats. If in doubt please contact Kuehne + Nagel, Inc.

10. Delivery

Upon release from U.S. Customs, your shipment will be delivered to the WSWA-member wholesaler of your choice (Southern Glazer's Wine & Spirits, Republic National Distributing Co., Breakthru Beverage Group) the wholesaler will arrange the delivery to the hotel on move in date. The official show contractor will receive cargo, unload, deliver to your booth or suite, can store empties and assist with the subsequent reloading after the show. The official show contractor charges for this service and their rates are noted in the exhibitor manual. Below you will find the wholesalers contact information, please make receiving arrangements with them prior to shipping.

Southern Glazer's Wine & Spirits

4440 Old Tampa Hwy
Lakeland, FL 33811

Contact – James Gallagher

Tel – 321-689-2844

Email – JGallagher@sgws.com

Breakthru Beverage Group

6031 Madison Avenue
Tampa, FL 33619

Contact – Deborah Key

Tel – 813-672-6944

Email – DLKey@breakthrubev.com

Republic National Distributing Company

4901 Savarese Circle, N
Tampa, FL 33634

Contact – Erik Velazquez

Tel – 813-885-3200

Email – Erik.Velazquez@RNDC-USA.com

11. Onsite Representative

Kuehne + Nagel, Inc. will maintain staff in the exhibition hall during the move in, the show dates and the move out operation. Our personnel will contact you at your booth, or you may come to our service desk which will be located in the service area of the exhibition. Please provide our staff with complete instructions for the disposition of your goods after the show. It is the exhibitor's responsibility to be on hand at time of pick up of goods from their booth or suite, Kuehne + Nagel assumes no responsibility for goods left unattended in a booth or suite.

12. Payment conditions

We recommend that you ship with the local Kuehne + Nagel office in your country as all charges incurred in the U.S.A. can be invoiced by K+N Los Angeles to the originating K+N office and you can make payment direct to them. Otherwise, all charges must be paid prior to delivery of goods to the show site. Please contact your local Kuehne + Nagel office for details and credit procedures. **We also accept payment by American Express, MasterCard and Visa.** Charges are based on current tariffs and exchange rates.

13. Notification

It is extremely important that we are informed about your shipment. As mentioned in previous paragraphs, please fax us all information concerning your shipment. If you require information concerning the charges, please fax us the pieces, weight, dimensions, commodity and value of your shipment and we will quote you the charges for importation. If you require charges for the re-export please advise us, or contact your local Kuehne + Nagel office to help you in coordinating your shipment.

14. Terms and Conditions

All business undertaken is subject to terms and conditions in accordance with the National Customs Brokers Association of America, copy upon request.

**International Exhibitors Moving Ocean Freight
10+2 Importer Requirements Document**

Effective January 26, 2010

SHOW MANAGEMENT STRONGLY SUGGESTS MOVING ANY SHIPMENTS THROUGH ITS APPOINTED FORWARDER/U.S. CUSTOMS BROKER KUEHNE + NAGEL, INC.

The U.S. Department of Homeland Security has introduced new requirements for sea freight destined for the United States. The *Importer Security Filing* ISF requires maritime cargo importers (Foreign Exhibitors) to submit specific data to U.S. Customs and Border Protection (CBP) 24 hours before vessel sailing. The ISF filing must be made at the lowest bill of lading number, which CBP defines as the house bill of lading, if a house bill has been issued, on a single vessel. ISF filings must use the same bill of lading number that is filed in Ocean AMS (U.S. Customs Automated Manifest System.) AMS filings are done for all shipments put on any mode of transport to the U.S. other than truck.

The rule also requires Exhibitors or their Distributors submit an Importer Security Filing (ISF) with EIGHT data elements, no later than 24 hours before the cargo is laden aboard a vessel destined for the United States.

- Seller (requires company name, address 1, city, state, zip) Exhibitor or Manufacturer
- Buyer (requires company name, address 1, city, state, zip) Exhibitor (U.S. or Foreign)
- Importer of record number (typically your IRS # or Port Assign # for Non-U.S. Companies)
- Consignee number(s) (typically your IRS # or Customs assigned #)
- Manufacturer (or supplier) (requires company name, address 1, city, state, zip)
- Ship to party (requires company name, address 1, city, state, zip) Complete Address Convention Center
- Country of origin of Each Item
- Commodity Harmonized Tariff Schedule of the United States (HTSUS) number for each item on the Invoice(6-digits, unless a combined ISF and entry or ISF and FTZ admission is filed, in which case the HTSUS number must be filed at the 10-digit level). In other words, goods must be pre-classified by shipper prior to loading.

CBP requires a power of attorney and continuous entry bond to file an Importer Security Filing on another's behalf. You will be invoiced for the filing and the bond for the ISF in addition to your customs clearance.

The ISF will also need to include two data elements that must be submitted as early as possible, but no later than 24 hours prior to the ship's arrival at a U.S. port. These data elements are:

- Container stuffing location; and
- Consolidator.

FAILURE TO COMPLY WITH THE 10+2 REQUIREMENTS WILL RESULT IN A PENALTY OF \$5000.00 PER INCIDENT TO THE EXHIBITOR DIRECT FROM U.S. CUSTOMS. Exhibitors moving Cargo through Kuehne + Nagel, Inc., will have the ability to present all required filings seamlessly through the KN System.



INFORMATION SHEET
WSWA 76th Annual Convention & Exposition

COMPLETED FORM MUST BE EMAILED TO ROBERT.RODRIGUEZ@KUEHNE-NAGEL.COM

Company: _____ Contact: _____
Address: _____ Phone: _____
_____ Email: _____
_____ Hotel: _____

Person at Show: _____ Cell Phone: _____

We anticipate shipping the following:

_____ No. of Pcs. _____ Kilos via _____ Ocean _____ Air

Note: Any goods left on show floor unpacked and/or without instructions will be removed at exhibitor's expense and without liability on Kuehne + Nagel's behalf.

We hereby agree to abide by the TERMS AND CONDITIONS OF SERVICE OF KUEHNE + NAGEL, INC. It is understood that receipt of cargo at a Kuehne + Nagel consolidation point constitutes acceptance of the enclosed tariff rates. We further understand all freight delivered after the deadline will be assessed a late shipment surcharge and is not guaranteed to be delivered on time to the exhibition.

METHOD OF PAYMENT \$ AND TERMS

Please indicate below the method of payment you will be using.

1. Type of Credit Card _____

Account Number: _____

Expiration Date: _____

Signature: _____ Print Name: _____

Title: _____ Date: _____

2. Credit has been established with Kuehne & Nagel office in: _____

Contact name at International Kuehne & Nagel office: _____

We understand payment is due before goods are delivered to show site and/or before goods are released upon return from show. **YOU MUST BE PREPARED TO PAY WITH EITHER A CREDIT CARD OR ESTABLISH CREDIT THROUGH A KUEHNE + NAGEL OFFICE.**

"Please note: duties, taxes, airport storage charges and any other unknown outlays at the time of shipping will be additionally billed to the exhibitor."